

PLAN-IN-HAND REPORT OUTLINE

FOR
LPA FEDERAL AID PROJECTS

Date: Date of Report Submittal
From: Name of the LPA
To: LPA and NDOR Project Files
Thru: NDOR LPA Project Coordinator
Subject: Plan-In-Hand Report
State Project #, Control #, Project Name
Proposed Letting Date

1. **General.** The Plan-In-Hand field review was conducted on date and the attendance included:
2. **Introduction.** This will be a brief summary of the project. Describe the authority, the purpose and need for the project, ownership and maintenance, project objectives, brief history, and a full description of the project. It should include:
 - Location of the project,
 - Length of the project,
 - Logical Termini of the project,
 - Functional classification of the roadway,
 - Type of work (i.e. new, reconstruction, resurfacing, or maintenance),
 - Surfacing details (i.e. material type, thickness, etc.)
 - Typical section features of the proposed project,
 - Number of lanes,
 - Existing intersections,
 - Existing site conditions,
3. **Funding.** Identify funding split(s) by percentage and for what phases of work. Include eligibility for traffic signals, lighting and utility revisions. Provide the current estimated Right-of-Way, utility and construction costs.
4. **Summary of Traffic Data.** Provide a summary of all the traffic data and level of service throughout the project and at the major intersections.
5. **Summary Design Criteria and Major Design Features.** This section will describe the applicability of design standards, the design elements and other design considerations such as: intersection design, drainage, geotechnical issues, access management and constructability.

6. **Structures.** Identify the bridges/structures that are a part of the project. Provide the bridge number and sufficiency rating for each. Discuss the impacts and improvements.
7. **Environmental Impacts.** Address any concerns or issues regarding: wetlands, hazardous waste, parks/public property, historical and the social/economic aspects of the project. Identify any mitigation factors.
8. **Right-of-Way.** Provide a summary of impacts to the area properties. Indicate the required number of tracts that will be needed and summary of the different types of takings needed.
9. **Utilities.** Describe the utility situation and the anticipated impacts.
10. **Accommodation of Bicycles and Pedestrians.** Indicate whether or not bicycle paths/trails will be included on the project: State the bicycle/trail path limits. Briefly mention items that will improve bicycle travel such as new surfacing, surfaced or widened shoulders.
11. **Construction Phasing or Scheduling.** Where a project includes construction phasing, include a description of each of the phases. In addition, include a description of the proposed construction schedule.
12. **Design Exceptions.** Indicate if a relaxation to the project's design standards is needed. If so, provide a summary of the situation and the degree of reduction in the standard.
13. **Exhibits.** Exhibits to be included:
 - Typical Sections, and
 - Project Location Map